



**Housing Trust Fund
Low Income Housing Tax Credit 2018
Request for Proposal Announcement**

The City of Charlotte (“City”) is now accepting proposals for Multi-Family Rental Housing Development projects. Affordable housing development funds will be provided as gap financing for Low Income Housing Tax Credit (LIHTC”) projects. Applications will be evaluated on a case by case basis, based on the amount required to make a development feasible and consistent with the City’s affordable housing g development priorities.

Funding will be provided to developers receiving a North Carolina Housing Finance Agency (“NCHFA”) LIHTC awards for the new construction and/or rehabilitation of affordable multi-family housing. The development projects must serve households earning up to or below 60% of the area median income. City funding will support LIHTC projects thus allowing for greater local leverage of LIHTC projects.

City-funded LIHTC projects will at a minimum meet the following criteria:

- Comply with City affordable housing policies.
- Comply with City affordable housing program guidelines.
- Meet zoning and planning guidelines and requirements including special/conditional use permits and any other discretionary land use approval.
- Meet Charlotte Water Capacity and Connection requirements.

**Please see the Housing Trust Fund Program Guidelines for additional evaluation criteria*

Development Teams must also:

- Inform the City Council representative within which whose district the proposed development will be located, and convene at least one neighborhood meeting to present the proposed development. This must all be done before March 14, 2018.
- Submit a complete funding application packet, including the required Sketch Plan Application and Charlotte Water Capacity Assurance Review Application, by February 16, 2018.
- Submit a utilities plan or preliminary site plan with proposed sewer connection(s) and site flow projects using NCDEQ 15A NCAC 02T (Waste Water Flow Estimate Guidance Document). This is necessary for the Charlotte Water Capacity Assurance Review Application
- Schedule a pre-submittal meeting with the Planning Department as required for the Sketch Plan application.
- Provide evidence of appropriate zoning before City Council funding Approval.

**The Housing Trust Fund 2018 Low Income Housing Tax Credit Request For
Proposal schedule is as shown below:**

Activity	Scheduled Date
Sketch Plan Application - Pre-submittal meeting To schedule a meeting contact: Cate Marshall Plan Review Coordinator Engineering & Property Management (Land Development) PH: 704-336-3599 julia.marshall@charlottenc.gov	<u>Available Meeting Dates</u> Thursday February 8th (PM) Tuesday February 13th (AM) Thursday February 15th (PM) Please complete the Pre-submittal Meeting Request Form at http://charlottenc.gov/Id/CommercialPlanReview/Pages/Commercial-Project-Presubmittal-Meeting-Request.aspx
Application Submission Deadline	February 16, 2018
Planning Sketch Plan Review	February 19 , 2018 – March2, 2018
Market Analysis	March 13, 2018



Revised Sketch Plan Submission Deadline. Send to Brent Wilkinson at bwilkinson@charlottenc.gov	March 8, 2018
<ul style="list-style-type: none">• Final Planning Support Letter - Conceptual Architectural, Building and Site Design• Charlotte Water Capacity Assurance and Connection/Capacity Fees Letter	March 15, 2018
*Housing & Neighborhood Development Committee Review	March 21, 2018
*City Council Dinner Briefing	April 9, 2018
*City Council Approval	April 23, 2018

** Please note these dates are subject to change*

Link to HTF application:

<http://charlottenc.gov/HNS/Housing/RFP/Pages/Requests%20For%20Proposals.aspx>

Note: The City of Charlotte reserves the right to cancel, reject any or all applications and waive minor informalities for applicants if it is deemed in the City's best interest to do so.

For additional information, please contact:

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